



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ART

5 December 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

1. This memorandum supersedes all prior IPAP training memoranda.

2. Reference: AR 601-20, The Interservice Physician Assistant Program (basic prerequisites and course information only - see below for ARNG application procedures.

3. Please give this memorandum appropriate circulation to ensure all eligible soldiers are aware of the opportunity and requirements to apply for the IPAP.

4. The IPAP selection process begins with interested applicants having all of their college/university transcripts evaluated by the affiliate university (University of Nebraska). This is accomplished by the State AMEDD Recruiter/Technician collecting all official transcripts from every college/university attended on each applicant including Army Ace Registry Transcript System (AARTS) transcripts. All **official original** transcripts along with the Academic Worksheet must be forward to the address listed below for evaluation. NOTE: No transcript will be forward to the National Guard Bureau and the University of Nebraska without the Academic Worksheet. Once an evaluation has been completed and approved by the affiliate university, no further evaluations are necessary unless changes in course academics or recently posted grades require another evaluation. Transcript evaluation process takes **2-3 weeks**. Credit given for military experience and technical training such as emergency medical technician course are not transferable and should not be included on the Worksheet. All course work accomplished by Online Course (OC) will be identified as such on the Worksheet. Place (OC) next to the course title on the Sheet. Mail all official original transcripts to:

ARNG Readiness Center
ATTN: NGB-ART-I (CW3 Valentine D. Grant)
111 South George Mason Drive
Arlington, VA 22204-1382

5. Once an approved transcript evaluation is obtained, an application

NGB-ART

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

packet may at the discretion of the AMEDD Recruiter/Technician be sent to the same address as indicated above. An approved transcript evaluation does not obligate the AMEDD Recruiter/Technician to submit a packet for IPAP Selection board consideration.

6. Enclosure 1 outlines the prerequisites, experience, basic education requirements and application packet assembly instructions. Enclosure 2 is the application packet checklist. Enclosure 3 provides the format for the application memorandum.

Two formats provided: Enlisted/Warrant Officer Applicants and the other for Officers (as appropriate). Packets must contain the information as described in these enclosures and be processed through the AMEDD Recruiter and State Training Office before being forwarded.

7. New Minimum SAT Requirements: {Beginning 1 Jan 07}

All applicants, regardless of degree status, must take the Scholastic Aptitude Test (SAT) within five years of the fiscal year of application. The minimum score must be 450 in each section of the exam and a composite score of no less than 1500 in the newer version and a minimum composite score of 1000 in the previous version. This requirement for the SAT may not be substituted with another college aptitude exam, i.e. the GRE or the ACT.

8. The results of the NGB IPAP Selection Board will be announced within two to three weeks after the board adjourns and the Order of Merit (OML) is publish. The next three tentative IPAP Selection Board dates and NGB suspense's are as follows:

TRANSCRIPT(S) SUSPENSE	PACKET SUSPENSE	IPAP BOARD DATES	CLASS DATES	CLASS NUMBER
22 MAR 07	22 APR 07	23 MAY 07	02 DEC 07 - 17 DEC 09	1-08
21 JUN 07	21 JUL 07	22 AUG 07	06 APR 08 - 21 APR 10	2-08
11 NOV 07	11 DEC 07	12 JAN 08	03 AUG 08 - 18 AUG 10	3-08

9. Prior to submission of an application packet, the state will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment upon course completion. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be commissioned upon completion of the course. A statement similar to the following should be included in the memorandum.

"This memorandum is written to certify that, if selected, SSG Applicant is eligible for appointment as a Second Lieutenant in the Army Medical Specialist Corps (SP) as a 65D, Physician Assistant upon completion of the IPAP, Interservice Physician Assistant Program. SSG Applicant understands that prior to the start of the program he/she will be conditionally re-appointed

NGB-ART

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

as an Army Medical Specialist Corps officer, AOC OOE65, He/she meets all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and references. (NGB-ART memo, AR 135-100, AR 135-101, and NGR 600-100)."

(a) **Enlisted** soldiers E1-E5 will attend the program in a commissioned officer candidate status (SSG/E-6), however, they are neither enrolled in nor participants of the Army Officer Candidate School (OCS) Program (AR 351-5). Rather, it ensures equality among students during training and identifies students as future officers in training. SSG/E-6 and above will attend in their current grade. Upon successful completion of Phase 2 training, an eligible graduate may be tendered an appointment as a commissioned officer in the Army Medical Specialist (SP) Corps. The appointment includes the designation in the area of concentration (AOC) 65D, SP. Each SP officer will then be required to complete the AMEDD Officer Basic Course (OBC) at Fort Sam Houston, Texas. Soldiers attending IPAP incur a six year service obligation following successful completion of Phase 2.

(b) **Warrant officers** will attend the program in their current warrant officer grade.

(1) Upon successful completion of Phase 2 training, an eligible graduate may be tendered an appointment as a commissioned officer (1LT/02) in the Army Medical Specialist (SP) Corps. The appointment includes the designation in the area of concentration (AOC) 65D. Each SP officer will then be required to complete the AMEDD Officer Basic Course (OBC) at Fort Sam Houston, Texas.

(2) Upon appointment, the officer incurs a service obligation of 6 years beyond the date of successful completion of Phase 2. Any Calculated service obligation

remaining from prior warrant officer appointment will be served consecutively with service obligations incurred as a result of IPAP participation and it will be served "First incurred, first served". Time spent in the IPAP will not be used to satisfy any outstanding service obligation.

(3) If the warrant officer fails to successfully complete the IPAP for any reason, or if they become non-select

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

for promotion while attending the IPAP, they may be removed from training, re-branched, or separated from active duty depending on the needs of the Army.

(c) **Commissioned Officers** attending IPAP must be conditionally re-appointed to the SP Corps (Primary AOC OOE65) no earlier than 30 days prior to the start of their class. Officers will report with the Army medical Specialist Corps Branch insignia on their uniform. They will also report with their new rank after calculation of their constructive credit, per DoDI 6000.13. Date of rank for re-appointment will be the first day of the time period on PCS ADT orders to IPAP or no earlier than 30 days prior to the scheduled start date of course. IAW AR 135-91, Table 2-1, ARNG graduates of the IPAP course incur a 6-year ARNG military service obligation. The examples below with the phase lines for re-appointment:

- 2LT with a total of 2 years commissioned service:
 - $\frac{1}{2}$ credit would = 1 year commissioned service
 - Would remain a 2LT with 1 year time in grade
- 1LT with a 4 total years of commissioned service:
 - $\frac{1}{2}$ credit would = 2 years commissioned service
 - Would remain a 1LT but would have no time in grade
- CPT with 3 years time in grade and a total of 7 years commissioned service:
 - $\frac{1}{2}$ credit would = 3.5 years commissioned service
 - Would be conditionally re-appointed as a 1LT with 1 $\frac{1}{2}$ years time in grade
- Phase Lines for Appointment for Specialist Corps
 - under 2yrs - 2LT
 - 2yrs credit - 1LT
 - 7 yrs credit - CPT

IAW AR 135-91, Table 2-1, ARNG graduates of the IPAP course incur a 6-year ARNG military service obligation.

10. Promotion:

(a) Enlisted: Enlisted soldiers will attend the program in a commissioned officer candidate status, however, they are neither enrolled in nor participants of the Army Officer Candidate School (OCS) Program and subsequently are not eligible for promotion while attending IPAP.

NGB-ART

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

(b) Officers: Commissioned officers attend IPAP as conditional appointees (00E65/SP). Promotion from 2LT to 1LT while attending IPAP as a conditional appointee is authorized provided the officer has met the time in grade requirements (24 months) and has graduated from an Officer Basic Course (OBC). Unit vacancy promotion from 1LT to CPT while attending IPAP are not authorized but if selected for promotion by a mandatory board as an SP officer, the officer may be extended Federal recognition to the rank of Captain. Officers attending the IPAP are subject to the promotion criteria and phase lines for the Army National Guard.

11. Funding for IPAP is provided to the states as part of the Initial Annual Funding Guidance (AFG). NGB-ART-I will make an initial distribution for the total amount required via Funding Authorization Document (FAD). This up-front distribution will be generated from the selected list and any other projected quotas assigned to each state and territory.

12. All individuals selected for the IPAP will be assigned against a temporary position. Upon selection the AMEDD Recruiter will submit a request for the temporary position and a copy of the IPAP selection letter thru NGB-ARS to NGB-ARH. A sample copy of the temporary position request can be found in the current ARNG AMEDD SOP. Lack of a current slot should not be a restricting factor in attracting qualified applicants to this critical wartime shortage specialty, unless the state and/or nation is significantly over strength in that AOC. However, states currently at or above 100% fill for 65Ds will enclose a memorandum signed by the applicant and the applicant's MILPO indicating that, upon graduation, if there are no vacancies in their state the individual will participate in the national cross-leveling program, ATTAIN.

13. Further information on IPAP is available at the following website: <https://gko.ngb.army.mil/>. You will also need an AKO login ID and password to access the website.

14. The Requirements Completion Course (RCC) **is not available** to the National Guard.

15. The point of contact is CW3 Valentine D. Grant, DSN 327-7822 or 703-607-7822, or e-mail valentine.grant@ngb.army.mil.

NGB-ART

SUBJECT: Interservice Physician Assistant Program (IPAP) Application
Procedures

FOR THE CHIEF, NATIONAL GUARD BUREAU:

A handwritten signature in black ink, appearing to read "PA Stemple", is written over the typed name.

PHILIP A. STEMPLE
COL, IN
Chief, Training Division

3 Encls
as

DISTRIBUTION:

Each State AMEDD Recruiter/AMEDD Tech
Each State PO TO
Each State MILPO
Each State Surgeon
NGB-ARS
NGB-ASM
Sr. ARNG Advisor, Ft Sam Houston, TX